**DIGITAL TECHNOLOGY MANAGER**

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| **POST** | **Digital Technology Manager** |
| **GRADE** | **Grade 5 Scale Point 32 (£40,221) to Scale Point 36 (£44,428)** |

**Line Management**

Responsibility is to the Support Services Manager

# Core Purpose

* To lead the strategic development and have oversight of all ICT systems across the school and sixth form centre.
* To ensure the efficiency and reliability of the school’s computer network and Wi-Fi for all users .
* To provide effective technical support for all users of the school IT systems .
* To have responsibility for the security of the network and data across the school and sixth form centre .
* To support the school as it onboards onto the academy trust shared Microsoft 365 tenant as part of the SCEP project.
* To support the school as it transitions MIS to Arbor within the Cloud.

**Key Responsibilities**

* Lead the strategic development of all ICT systems across the school and sixth form centre.
* Line management of digital technology team.
* Provide effective technical support for all users.
* Provide training to users as required
* Provide regular updates on faults/issues to all users via appropriate means.
* Audit and monitor the provision of ICT support to ensure IT resources are fully operational, supporting uninterrupted teaching and learning.
* Manage filtered internet connectivity and proxy server.
* Oversee the school’s WiFi provision across various VLANs.
* Manage all elements of the school’s Google Workspace and Microsoft 365 tenancy.
* Administer school-owned Chromebook and Windows devices.
* Manage relationships with third-party IT service providers.
* Oversee backup systems and disaster recovery contingencies.
* Manage the school’s MIS system, ensuring all upgrades and relevant patches are installed.
* Oversee the school’s printing and photocopying provision.
* Identify, plan, and cost future developments and upgrades of the ICT infrastructure within agreed budgets.
* Oversee software licensing, ensuring timely renewals.
* Develop and review the five-year IT development plan.
* Oversee the creation and implementation of designated IT policies.
* Oversee the implementation of the schools’ “acceptable use” policy
* To support the school in meeting its safeguarding responsibilities

**Other responsibilities associated with the role**

* To support the school in meeting its safeguarding responsibilities
* To support the overall welfare and good discipline of students
* To lead by example and embody the school’s values for students, staff, governors and parents
* To act at all times as an ambassador for the school in a manner which upholds its values and ethos
* To participate in the school’s arrangements for performance management and CPD
* To carry out other duties as may be commensurate with the grade and nature of the post.

**King Edward VI Academy Trust in Birmingham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Signed: ……………………………………………….

Date: ………………………………………………….